Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120074-3

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

OTR/SD/ [ ] MFB No. STAT

1. TITLE OF REPORT (If a fill-in report include Form No.)

P.T.I. Daily Report

2. TYPE OF REPORT: [X] STATISTICAL [ ] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL; [X] LOGISTICS [ ] SECURITY; [ ] MEDICAL [ ] FINANCE; OTHER (specify)

4. NO. OF COPIES PREPARED: 2

5. FREQUENCY (weekly, monthly, quarterly, etc.): Daily

6. DISTRIBUTION (No. of components not number of copies): C/ [ ] STAT

7. FORMAT (memorandum, form, computer print-out, etc): Work Sheet

8. ADP PROCESSING: [ ] YES [X] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: C/ [ ] STAT

10. PREPARING COMPONENT (include lowest level contributing information to report)

CRS/ [ ] STAT

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-7	4.54		5 min.		.375		260		97.500
GS-11	6.87		5 min.		.573		260		148.980
					(44 hrs)				

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR: 246.480

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Assists top management in determining work loads and personnel assignments.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[X] RETAIN AS IS [ ] OTHER (explain)
[ ] CHANGE
[ ] DISCONTINUE

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS

16. DATE OF INVENTORY: 28 SEPT 70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: [ ] STAT Clerk-Typist

18. EXTENSION

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FORM 142 — Classification — (22-36-